

CITY OF SCOTTSDALE – EST.10/2004 – JOBCODE 1980
ASSISTANT TO MAYOR/COUNCIL

DISTINGUISHING FEATURES

The fundamental reason the Assistant to Mayor/Council position exists is to perform a variety of high-level professional work in support of the City's elected officials. Work is performed in a fast-paced, high-volume office environment. Work assignments are made by the City Manager, and Assistant City Managers, as well as directly by the Mayor and City Council members. Work is performed within a team of administrative professionals and under general direction of an Assistant City Manager and the Constituent & Government Relations Director.

ESSENTIAL FUNCTIONS

Collaboration: Works in direct collaboration with the City Manager as an important member of the City's Leadership Team to achieve the Mayor and City Council's Mission and Goals. Collaborates with department heads and other employees in planning, assigning, coordinating and implementing programs, studies and other matters.

Constituent services: Coordinates citizen inquiries, forwards information to the appropriate City department and follows up to ensure resolution. Works to continuously improve operations, decrease turnaround times, streamlines processes and works cooperatively to provide quality and seamless customer service.

Research: Performs research assignments and creates reports for the Mayor and City Council. Researches and tracks issues or ideas for the Mayor and City Council. Conducts research and develops innovative recommendations on policy and procedures, programs, services, and other issues; performs and/or manages the performance of high-level, sophisticated research and evaluation efforts.

Debriefings, Presentations, Communications: Briefs elected officials and senior management on sensitive issues and matters. Presents program or service-related proposals for approval and submission to the Mayor and City Council. Prepares and makes comprehensive presentations to diverse constituent groups and personally performs complex, confidential and sensitive assignments.

Council Support: Meets with the Mayor and/or City Council, attends Council meetings and makes reports concerning activities for which responsible. Prepares materials for meetings, appearances and events attended by the Mayor and City Council. Attends community or internal meetings on behalf of the Mayor or City Council, when necessary and appropriate.

Special Projects: Plans, coordinates and manages a variety of special projects such as mobilizing cross-departmental teams to research and respond to policy questions/issues, organizing informal meetings of the City Council members, conducting public meetings on budget, key issues or strategic initiatives, and working with the City Council, City Manager, City Attorney, and City Clerk to plan City Council agendas and to appoint and orient Board and Commission Members.

Legislative Analysis: Implements legislative programs by preparing and delivering testimony at committee hearings and briefing political officials on the City's position. Monitors proposed legislation, and prepares periodic status reports on legislative programs. Reviews and researches proposed federal and state legislation on City ordinances and operations. Routes proposed federal legislation to City departments for input. Works with Constituent and Government Relations Director in briefing City Manager and City Council members on issues before the League of Arizona City and Towns and the Maricopa Association of Governments.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of governmental organization, policy-making and administration.
Principles, practices and methods of intergovernmental relations.
Principles, practices and methods of citizen involvement and effective citizen communications.
Federal and state legislative functions, procedures and organizational structures.
Programs relating to municipal administration.
MS Office software.

Ability to:

Manage and organize multiple projects with competing deadlines and during constant shifting of work priorities.
Exercise sound independent judgment.
Solve multi-faceted problems.
Handle highly stressful situations confidently and strategically.
Be responsive and customer service oriented.
Undertake detailed systems development and program evaluation studies.
Research and develop solutions to complex administrative problems.
Interpret Federal, State and City ordinances, rules and regulations.
Anticipate how to assist City Council in meeting the needs of the community.
Provide thoughtful and thorough analysis.
Work diplomatically among people with diverse opinions.
Establish and maintain effective working relationships with elected officials, management, citizen groups and City staff.
Make oral and written presentations on administrative challenges in a concise and effective manner with clearly organized thoughts using proper sentence construction, grammar and punctuation.
Comprehend and make inferences from written material, verbal and/or written instructions.
Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.
Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Public or Business Administration or a related field and at least five years of increasing responsibility in issues management, and/or program and project management experience working for elected officials, city or county manager or comparable executive in a public sector setting.

FLSA Status: Exempt

HR Ordinance Status: Unclassified